



US Army Corps of Engineers



# How to Register in Central Contractor Registration

*A Guide for  
Foreign Vendors*

US Army Engineer Research and Development Center- International Research  
Office



## Registration Step-by-Step



STEP 1...Obtain a DUNS  
Number

STEP 2...Obtain a  
NCAGE Code



STEP 3...  
Register in the  
CCR Database

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Office**

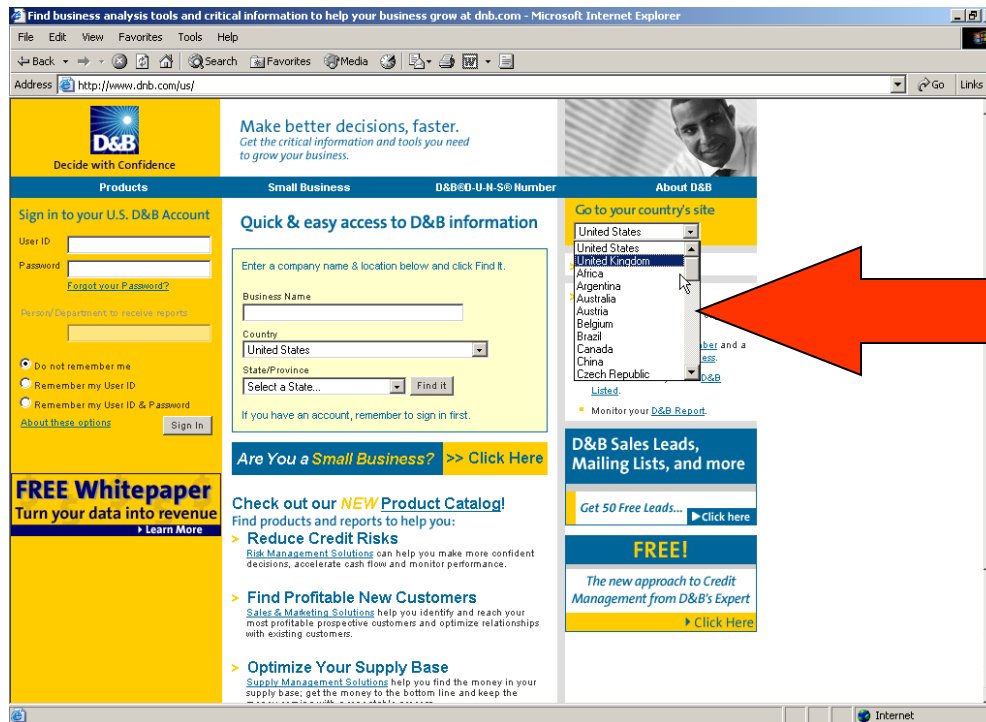


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## Registration Step-by-Step STEP 1...DUNS Number

go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>



go to your  
country's site

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## Registration Step-by-Step STEP 1...DUNS Number

The screenshot shows a web browser window titled "INTLDUNSFORM - Microsoft Internet Explorer". The address bar displays "http://www.dnb.com/upk/uk/intldunsform.asp?link=request". The page features the D&B logo and navigation links: Home, Contact Us, Investor Relations, and Jobs @ D&B. A "Go to your Country's Site" dropdown menu is set to "United Kingdom". The main navigation bar includes "Products", "Communities", "Alliances", "D&B D-U-N-S Number", and "About D&B". The left sidebar contains links for "Request a D&B D-U-N-S Number" and "What is a D&B D-U-N-S Number". The main content area, titled "eUpdate International Request a D&B D-U-N-S Number Form", provides instructions on how to obtain a D&B D-U-N-S Number for a business located outside the US. It states that there is no charge and that the number can make it easier for customers and suppliers to do business. A note indicates that asterisks denote required fields. The form includes fields for "Your Name\*", "Your Title\*", "Your E-mail Address\*", and "Your Telephone Number\*" (with a note to omit spaces and hyphens).

Complete  
your  
application  
and submit.

You should  
receive a  
response in  
24-48 hours.

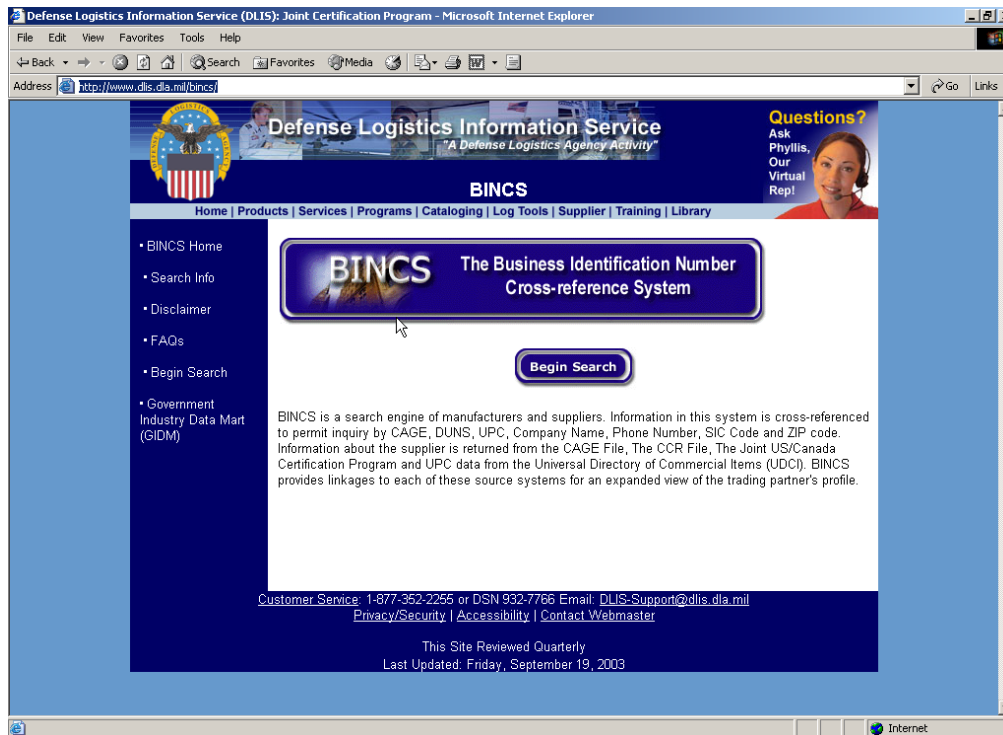


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## Registration Step-by-Step STEP 2...NCAGE Code

Visit the  
Business  
Identification  
Number  
Classification  
System website  
to verify if you  
already have a  
NCAGE Code.



[https://www.bpn.gov/bincs/begin\\_search.asp](https://www.bpn.gov/bincs/begin_search.asp)

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## Registration Step-by-Step STEP 2...NCAGE Code

Enter your DUNS number OR the first few letters of your company's name and click "Submit".

**BINCS** The Business Identification Number Cross-reference System

[BINCS Home](#)

Cage	<input type="text"/>	DUNS	<input type="text"/>
Company	<input type="text"/>	Company, State	<input type="text"/>
JCP CERT #	<input type="text"/>	UPC / EAN	<input type="text"/>
Phone	<input type="text"/>	Zip	<input type="text"/>
SIC	<input type="text"/>	SIC, State	<input type="text"/>

You may perform a word search on company by placing a ? after the company. BINCS will break up the words entered for company and search by each individual word (up to three words). Example: WOOD WORKING? There are some words that are disallowed for this search. Some examples are words like "the" and "and". BINCS will ignore these words. You may perform a partial search on Phone by placing a ? where there are unknown character(s). Example: 616344?. When entering Company or SIC you may further narrow the search by selecting the corresponding state field. The state alone does not constitute valid search criteria.  
**NOTE:** Using partial searches will increase processing time and can time out the page.

Last Updated: Monday, July 14, 2003

[https://www.bpn.gov/bincs/begin\\_search.asp](https://www.bpn.gov/bincs/begin_search.asp)

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## Getting Started STEP 2...NCAGE Code

NATO Form AC/135-No.2 (Web Version) / Forme de L'OTAN AC/135-No.2 (Version du Web) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address [http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp) Go Links

### HOW TO OBTAIN A NATO CAGE CODE THE REQUIRED FORM AND INSTRUCTIONS

Foreign registrants in CCR must have a NATO Commercial and Governmental Entity (NCAGE) Code assigned. If your organization does not already have an NCAGE assigned, for most countries you can obtain one using the form shown below. If you cannot submit this form by Internet, you can obtain an NCAGE by contacting the National Codification Bureau of the country where your organization is located. For a list of addresses, go to [http://www.dlis.dla.mil/nato\\_poc.asp](http://www.dlis.dla.mil/nato_poc.asp). **Note to U.S. submitters: Organizations with an address containing APO, FPO, or AE do not need an NCAGE and should not fill out this form. Instead, register in the Central Contractor Registration (CCR) system at [www.ccr.gov](http://www.ccr.gov) and you will receive a U.S. CAGE Code.**

Companies shall be allowed to apply directly to NCBs for NCAGE Code assignments except in Italy, where national regulations prohibit this practice. For NCAGE assignments for companies located in Italy, you will need to make the request through the NCB of your country. You will find addresses and points of contact for the Italy and other NATO NCBs at [http://www.dlis.dla.mil/nato\\_poc.asp](http://www.dlis.dla.mil/nato_poc.asp). NATO National Codification Bureaus and other government offices may use the Internet Form 2 to request NCAGE assignments from Italy, and their name will be found in the drop down menu in Block 2 of the Form 2.

When you select a country in block 2 to send this form to, after you click on the "Submit" button at the bottom of the form, it will be automatically routed by e-mail to that country for processing. To request an NCAGE from a country other than the countries listed in the block 2 drop down table (except Italy), select "Other" from the list. These requests will be routed automatically by e-mail to the NATO Maintenance and Supply Agency (NAMSA) in Luxembourg for processing. If you put an e-mail address in Block 1 of the request form, you will receive a copy of the request by e-mail when you submit the form.

You may use this form to make requests for NCAGE assignments from the United States only if your company or organization is located outside the U.S. If your company or organization is located inside the US, or if you are located at a U.S. military facility overseas, you should make your request by registering your company with CCR at [www.ccr.gov](http://www.ccr.gov). Send a message to the Battle Creek Customer Contact Center at [dlis\\_support@dlis.dla.mil](mailto:dlis_support@dlis.dla.mil) or phone 269-961-4725 if you have questions. Note: CAGE codes for U.S. territories like Guam, Puerto Rico, and the Virgin Islands will be assigned by the U.S. by registering in CCR.

If you have any questions about this form or have problems with it, call 269-961-4725 or send a message to [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil).

**During the month of August 2003, do not use the standard method to send NCAGE requests to Italy. Instead of using the Submit tab, print out the filled out form and send it by FAX to 39 6 67 96431.**

NATO CODIFICATION SYSTEM - SYSTEME OTAN DE CODIFICATION  
REQUEST FOR A NATO COMMERCIAL AND GOVERNMENT ENTITY CODE (NCAGE) /  
DEMANDE D'UN CODE ORGANISME COMMERCIAL OU GOUVERNEMENTAL OTAN (NCAGE)

[Additional instructions for completing this form](#)

If you don't have a  
NCAGE code **AND**  
you are not an  
Italian company,  
apply for one  
online.

[http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp)

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## Getting Started **STEP 2...NCAGE Code**

If you are not an Italian company and you applied for your NCAGE/CAGE Code online, you should receive your NCAGE code by e-mail within about 48 hours (Greece and Turkey may take longer).

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## Getting Started STEP 2...NCAGE Code

Within Italy, please send an e-mail as follows:

To: [NCAGE@dla.mil](mailto:NCAGE@dla.mil)

Subject: NCAGE Code for “Your Company’s  
Name”

Please assign a NCAGE Code to my company so  
that I may register in CCR:

Company Name

Complete Company Address

Company Telephone and Fax Number

Company e-mail address and website address (if  
applicable)

Sincerely,

Your name and your telephone number

**\*Very Important\***

Make sure the  
company data you  
submit matches  
exactly your company  
data in the Camera di  
Commercio or your  
application could be  
significantly delayed!

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## Registration Step-by-Step STEP 3...CCR Registration



- Once you have a DUNS Number **AND** a NCAGE/CAGE Code, you may register in CCR.
- Registration is now **MANDATORY** for all foreign vendors.

**No CCR = Risk of NO Grants or Cooperative Agreements!**

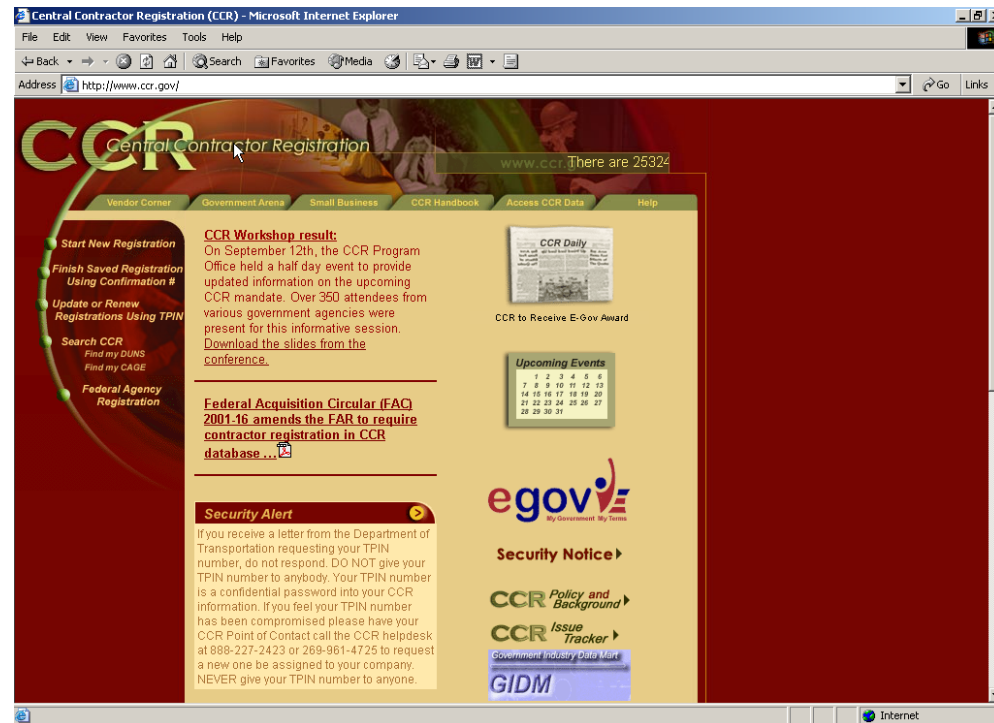
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## Registration Step-by-Step STEP 3...CCR Registration



<https://www.bpn.gov/ccr/international.aspx>

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## Registration Step-by-Step STEP 3...CCR Registration



Click "Start New Registration" and complete the registration process.

The form may take approximately 2-3 hours to complete. Once submitted, your registration will be processed within 48 hours.



## Registration Step-by-Step



If you have difficulties with the CCR web site or registration, please contact the CCR help desk here:

<https://www.bpn.gov/ccr/Help.aspx>